

Accounts Payable Creating Recurring Entries

Transaction FBD1:

Enter:

<u>Company code:</u>	ARK
<u>First run on:</u>	Date to produce first payment. Recurring Entries are processed on the first of each month to include all dates within the month.
<u>Last run on:</u>	Last date payment is to be produced.
<u>Interval in months:</u>	Most will be 01 to run monthly, however, other intervals can be selected.
<u>Run Date:</u>	Select day of the month for posting. If no date is specified here, it will post using the calendar day in the First run on field. In the example above, the run date would default to the 1 st day of the month.
<u>Document type:</u>	Y1
<u>Reference:</u>	Optional text field
<u>Document header text:</u>	Optional text field
<u>Posting key:</u>	31 (Credit / Vendor)
<u>Account:</u>	Vendor account number

Press the enter key.

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Enter:

- Amount:** Amount of monthly payment.
- Calculate Tax:** Check if applicable.
- Tax Code** Enter appropriate tax code.
- Bus. Area:** Agency business area
- Payment terms:** Default from Master record – can be changed if desired
- Bline date:** Defaults to posting date - can be changed if necessary.
- Payment Method:** Enter payment method, W for Warrant, A for ACH Direct Deposit or C for Agency House bank.
- Assignment:** Enter relevant text here. This field will print on the face of the warrant.

Important: Click on the More data button and enter the House bank.

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Document Edit Goto Extras Settings Environment System Help

Enter Recurring Entry: Correct Vendor item

More data Acct model Fast Data Entry Taxes

Vendor 100000271 MODERN RECYCLING INC G/L Acc 2110001000
 Company Code ARK 4746 MODEL CITY RD
 State of Arkansas MODEL CITY

Item 1 / Invoice / 31 / Addit.details

Amount 500.00 USD Amt.in loc.cur. 500.00 USD
 Part. bank
 House bank TREAS
 Instructions Reference key 3
 Planning level Plan. day
 Func. Area

Next line item

PstKy 40 Account 5040005000 G/L Trans.type

House bank

Enter **TREAS** for the House bank fro Treasury Funds or the appropriate Agency House bank for cash funds. The field can not be added once the document is created.

Posting key:

Enter 40 (Debit / Expense)

Account:

Enter appropriate Expense G/L account number

Press the Enter key.

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Document Edit Goto Extras Settings Environment System Help

Enter Recurring Entry: Correct G/L account item

More data Acct model Fast Data Entry Taxes

G/L Account 5040005000 Rent of Facilities
Company Code ARK State of Arkansas

Item 2 / Debit entry / 40

Amount 500.00 USD
Tax code P0
Jurisdict. Code 0411903201

Cost Center 383201 Business Area 0610
Fund HSC6101 Order
WBS Element
Earmarked Funds ☐ Done TP Fund

Purchasing Doc.
Assignment
Text


More Long text

Next line item
PstKy Account Sp.G/L Trans.type

Enter:

- Amount:** Enter the amount of the line item.
Cost center: Enter cost center to be charged
Business area: Will default from Cost center when the enter key is pressed.
Fund: The fund will default from the cost center when the enter key is pressed.
(Check for accuracy)
Text: Enter an explanation of the entry that is clear, concise and logical to readers of general ledger reports.

For multiple line items on a single vendor invoice, enter posting key 40 and the next expense G/L account and repeat the above steps.

When completed, click on the Overview icon .

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Document Edit Goto Extras Settings Environment System Help

Enter Recurring Entry: Display Overview

Display Currency Acct model Fast Data Entry Taxes

Document Date 02/27/2006 Type Y1 Company Code ARK
 Posting Date 02/27/2006 Period 8 Currency USD
 Document Number INTERNAL Fiscal Year 2006 Translation dte 02/27/2006
 Reference MONTHLY RENT
 Doc.Header Text Warehouse Trading Part.BA

Items in document currency

PK	BusA	Acct		USD	Amount	Tax amnt
001	31	0610 0100000271	MODERN RECYCLING IN		500.00 -	P0
002	40	0610 5040005000	Rent of Facilities		500.00	P0

D 500.00 C 500.00 0.00 * 2 Line items

Review document for accuracy.

Click on the Save disk .

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Document Edit Goto Extras Settings Environment System Help

Enter Recurring Entry: Header Data

G/L item fast entry Post with reference

Company code **ARK**

Recurring entry run

First run on ☒

Last run on ☒

Interval in months

Run date

Run schedule

☐ Transfer amounts in local currency ☐ Copy texts

☐ Transfer tax amounts in local currency

Document header information

Document type ☒

Reference

Document header text

Trading part,BA

Currencyrate USD

Translation dte 10/11/2002

First line item

Pstky Account Sp. G/L Trans. type

Document 9100000043 was stored in company code ARK

SND (2) (800) sandbox INS

Start Inbo... SAP L... Post ... G/L a... Docu... Enter... Cash ... Start ... Docu... 10:17 AM

The document number displayed is a 10 digit number beginning with 91.
This is not a posted document, but a reference document.

At the first of each month, DFA Office of Accounting will process Recurring Entries.
Once processed, a vendor invoice will be posted from the recurring entry reference document
An FI document number will be assigned when the document is posted.

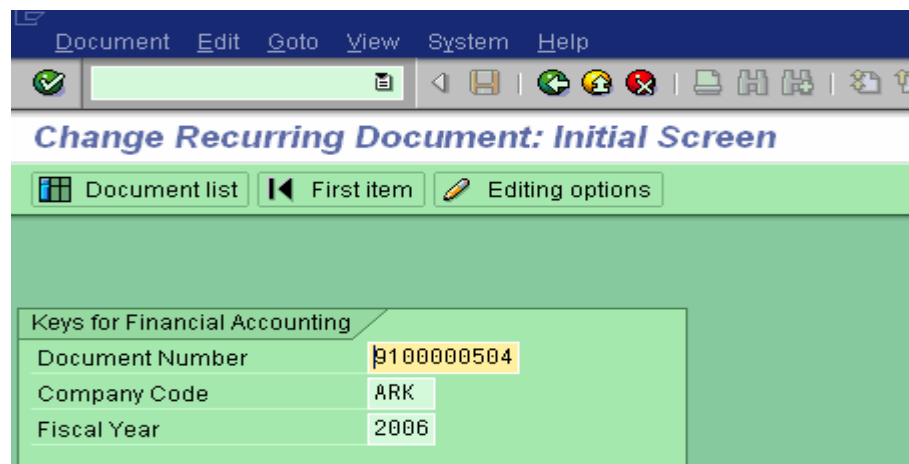
A system message on the first of the month will notify users that recurring entries have been processed.

Accounts Payable Creating Recurring Entries

To make changes to a recurring document, go to transaction FBD2.

NOTE: Changes to a recurring entry can only be made to text and/or reference fields.

Accounting information cannot be changed. A new Recurring Entry must be created and the existing one deleted for changes in accounting information. Only DFA-OA can perform these changes or deletions. Agency users should contact DFA Office of Accounting to request a change or deletion. 501-682-1675.



Change Recurring Document: Initial Screen

Document list First item Editing options

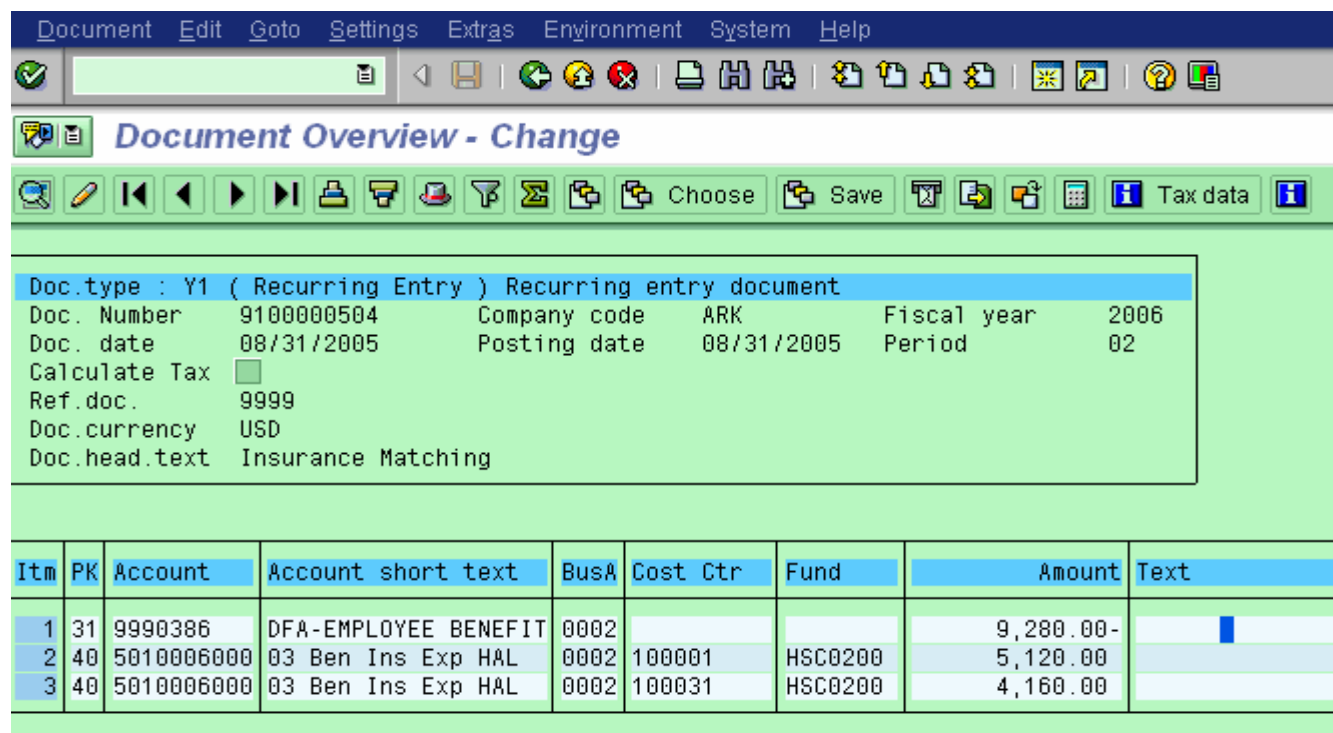
Keys for Financial Accounting

Document Number 9100000504

Company Code ARK

Fiscal Year 2006

Enter the previously created document number (the 91* number). If you do not know the Recurring Entry document number, go to transaction F.15 to view a list of Recurring Entry documents.



Document Overview - Change

Doc.type : Y1 (Recurring Entry) Recurring entry document

Doc. Number 9100000504 Company code ARK Fiscal year 2006

Doc. date 08/31/2005 Posting date 08/31/2005 Period 02

Calculate Tax ☐

Ref.doc. 9999

Doc.currency USD

Doc.head.text Insurance Matching

Itm	PK	Account	Account short text	BusA	Cost Ctr	Fund	Amount	Text
1	31	9990386	DFA-EMPLOYEE BENEFIT	0002			9,280.00-	
2	40	5010006000	03 Ben Ins Exp HAL	0002	100001	HSC0200	5,120.00	
3	40	5010006000	03 Ben Ins Exp HAL	0002	100031	HSC0200	4,160.00	

Accounts Payable Creating Recurring Entries

Double click on either line item to change text information.

Document Edit Goto Extras Environment System Help

Change Document: Line Item 002

G/L Account 03 - Benefits Ins Expense - Health Acc & Life
Company Code State of Arkansas
Doc. no.

Line Item 2 / Debit entry / 40
Amount USD

Additional Account Assignments

Cost Center	<input type="text" value="100001"/>	Business Area	<input type="text" value="0002"/>
Fund	<input type="text" value="HSC0200"/>	Order	<input type="text"/>
WBS Element	<input type="text"/>		
Earmarked Funds	<input type="text" value="0"/>	<input type="checkbox"/> Done	TP Fund <input type="text"/>

Purchasing Doc.

Assignment

Text

Fields NOT modifiable will be “grayed out”.

To change header information, click on the top hat icon .

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Change Document: Line Item 001

Vendor: 9990386
 Company Code: ARK
 State of Arkansas
 Line Item 1 / Invoice / 31
 Amount: 9,280.00
 Tax: 0.00
 Tax code:
 W.tax base:

Document Header: ARK Company Code

Document type: Y1 Recurring Entry
Doc. Header Text: Rent
 Card type: Card no.:
 Sequence number:

Reference: Warehouse
 Document Date: 08/31/2005
 Posting Date: 08/31/2005
 Posting Period: 02 / 2006
 Currency: USD
 Ref. trans.: BKPF Accounting document
 Reference key: 9100000504ARK 2006 Log. System: D6B100PCC
 Entered by: SJSTACKS Parked by:
 Entry date: 08/31/2005 Time of Entry: 16:36:38
 TCode: FBD1
 Changed on: Last update:
 Doc. status: D Recurring entry document

Additional details:
 Bus. Area: 0002
 Disc. base: 0.00
 Payt terms: 0001
 Bline date: 08/31/2005
 Pmnt block:
 Payment cur.:
 Pmt Method: A Pmt meth:

✓ ✗

Document Header Text and Reference Information may be changed as desired.
 Click on the green check. Save changes.

Use transaction FBD3 to Display Recurring Entry documents or transaction FBD4 to view any changes made to Recurring Entry documents.